



# HPCL LNG LIMITED

**Corporate Office/Communication Address: 3<sup>rd</sup> Floor – West Wing, Forbes Building, Charanjit Rai Marg, Fort, Mumbai - 400 001, Maharashtra, India.**

**Regd. Office- HPCL Regional Office, Petroleum House, Behind Memnagar Fire Station Navrangpura, Ahmedabad- 380 009, Gujrat.**

**CIN NO: U40101GJ2013PTC077228**

## ABOUT US

**HPLNG LNG Limited (HPLNG)**, a 100% subsidiary of Hindustan Petroleum Corporation Limited (HPCL), formed for development, construction and operation of greenfield LNG Terminal with all associated facilities for receipt, unloading, storage and regasification of LNG and supply of regasified LNG to the gas grid. The Project will have regasification capacity of 5 MMTPA at a project cost of Rs 4293 Cr. The terminal is located at Village Chhara, Taluka Kodinar, District Gir-Somnath, Gujarat, within the boundary of Chhara Port.

The Company is having Registered Office at Ahmedabad, Gujarat and Corporate Office at Mumbai, Maharashtra.

The project execution is in advance stage and is anticipated to be commissioned in the current Financial Year i.e 2022-2023.

HPLNG invites talented & motivated professionals looking for exciting career opportunities and willing to contribute towards India's Oil and Gas sectors future by being part of our growth journey. Interested and eligible candidates can apply for the following vacancies **Online**.

### 1.IMPORTANT DATES

1.IMPORTANT DATES	
<b>Commencement of online application:</b>	<b>Last date of online application:</b>
<b>02<sup>nd</sup> August 2022</b>	<b>27<sup>th</sup> August 2022</b>

SL. No	Position	Vacancies (In no's)	Salary Grade	Min Exp (in years)	Essential Qualification	Max Age (In Years)
1	Shift In charge Operations	1	E2	<b>05</b> years in Operations of which 03 years in LNG Sector will be preferred	04-years full time regular engineering degree in Mechanical/ Chemical/Electrical/ Instrumentation Engineering.	30
2	Shift Engineer Operations	3	E1	<b>02</b> years in Operations of which 01 year in LNG Sector will be preferred	04-years full time regular engineering degree in Chemical/ Mechanical/ Electrical/ Instrumentation Engineering.	27
3	Officer - Shipping	1	E1	<b>02</b> years in handling ships carrying hydrocarbons	03-years full time degree in Nautical science or DGS Certificate 2 <sup>nd</sup> Mate/ 1 <sup>st</sup> Mate FG/ home trade	27
4	Maintenance In-charge - Mechanical	1	E3	<b>09</b> years in Maintenance of which 05 years in LNG Sector will be preferred	04-years full time regular engineering degree in Mechanical Engineering.	34
5	Engineer- Material Handling	1	E1	<b>02</b> years in Material Handling	04-years full time regular engineering degree in Mechanical Engineering	27
6	Maintenance Engineer – Electrical	1	E2	<b>05</b> years in Maintenance of which 03 years in LNG Sector will be preferred	04-years full time regular engineering degree in Electrical Engineering	30
7	Engineer - CPP	1	E2	<b>05</b> years in GEG/GTG Operations of which 03 years in LNG Sector will be preferred	04-years full time regular engineering degree in Electrical/ Mechanical Engineering	30
8	Maintenance In- charge - Instrumentation	1	E3	<b>09</b> years in Maintenance of which 03 years in LNG Sector will be preferred	04-years full time regular engineering degree in Instrumentation Engineering	34
9	Maintenance Engineer – Instrumentation	1	E1	<b>02</b> years in Maintenance of which 01 year in LNG Sector will be preferred	04-years full time regular engineering degree in Instrumentation Engineering	27
10	Officer – Safety	1	E1	<b>02</b> years in Safety Management of which 01 year in LNG Sector will be preferred	04-years full time regular engineering degree with diploma in Industrial safety or Industrial safety management	27

Please refer table below for the List of Engineering/ Technology Disciplines, eligible to apply

Core Discipline	Eligible Degree as mentioned on Degree Certificate
Chemical	Chemical, Petrochemical
Mechanical	Mechanical
Electrical	Electrical
Instrumentation	Instrumentation, Instrumentation & Control, Electronics & Instrumentation
Safety	Industrial safety, Industrial Safety Management
Nautical Science	Nautical Science or Directorate General of Shipping approved 2nd Mate/ 1st Mate FG/ home trade

## 2.JOB DETAILS

1.

### Role: Shift In charge Operations (Salary Grade E2)

**Education Qualification:** 04-years full-time regular engineering degree in Chemical/ Mechanical/ Electrical/ Instrumentation engineering from AICTE approved / UGC recognized University/Deemed University with minimum 60% marks for UR/OBC-NC/EWS candidates and 50% for SC/ST/PwBD candidates.

#### Work Experience applicable for role:

- Minimum 05 years of experience in operations in large hydrocarbon (LNG/ Oil & Gas/ Refining/ Petrochemicals) Sector.
- Minimum 03 years of experience in LNG sector will be preferred.
- Experience in cryogenic facilities will be preferred.
- Experience as Shift In charge or Deputy Shift In charge and must be well versed with DCS/ PLC Operations with knowledge of safety standard codes and statutory requirements.

#### Key Job Responsibilities:

- Ensuring the safe and efficient operation of LNG Storage & LNG Regasification.
- Responsible for shift operation and all activities of Terminal Operation.
- Ensuring the fulfilment of weekly/ monthly/ quarterly targets.
- Participating in the testing of automatic shutdown/ protection systems.
- Identifying problems and initiating corrective response during periods of unstable operation.
- Coordinating with internal and external stake holders for un-interrupted operations.
- Assuring information related to maintenance, operation and training activities and changes to procedures and equipment are up-to-date.
- Preparing and submitting reports on Weekly/ Monthly/ Quarterly basis.
- Handling ISO management system.
- Supervising employees to ensure that the tasks are completed on time and in line with safety laws.
- Evaluating employee performance and identifying training needs wherever necessary.
- Training a well-motivated, competent workforce capable of carrying out the various tasks necessary to maintain the safe, reliable and economic operations of all equipment using prepared, up-to-date training programs.
- Participating in handling emergencies as per Emergency Response & Disaster management Plan.



2.

**Role: Shift Engineer Operations (Salary Grade E1)**

**Education Qualification:** 04-years full-time regular engineering degree in Chemical/ Mechanical/ Electrical/ Instrumentation Engineering from AICTE approved / UGC recognized University/Deemed University with minimum 60% marks for UR/OBC-NC/EWS candidates and 50% for SC/ST/PwBD candidates.

**Work Experience applicable for role:**

- Minimum 02 years of experience in operations in large hydrocarbon (LNG/ Oil & Gas/ Refining/ Petrochemicals) sector.
- Minimum 01 year experience in LNG sector will be preferred.
- Experience in cryogenic facilities will be preferred.
- Experience with DCS/ PLC operations & knowledge of safety standard/ codes and statutory requirement.

**Key Job Responsibilities:**

- Responsible for day-to-day shift operation.
- Monitoring LNG Storage Tank operating parameters.
- Handling of LNG Re-gasification equipment, Rotary and Static equipment etc.
- Handling LNG Vessels and LNG tank management.
- Handling Control room operations of LNG Re-gasification terminal and maintain log book.
- Monitoring all critical parameters and Alarms.
- Responsible for Operations as per SOP.
- Supporting commissioning of LNG Terminal.
- Knowledge of work permit system.
- Participating in handling emergencies as per Emergency Response & Disaster management Plan.

3.

**Role: Officer Shipping (Salary Grade E1)**

**Education Qualification:** 03-years full time degree in Nautical science or Certificate of 2<sup>nd</sup> Mate/ 1<sup>st</sup> Mate FG/ home trade or equivalent from DGS (Directorate General of Shipping) approved university with minimum 60% marks for UR/OBC-NC/EWS candidates and 50% for SC/ST/PwBD candidates.

**Work Experience applicable for role:**

- Minimum 02 years experience in shipping industry handling port operations of hydrocarbon products.
- Ship berthing/ de-berthing & Security of Port Operations having thorough knowledge of all national & international regulations relating to industry.
- Co-ordination with ship berthing agency for ship berthing/ de-berthing activities.

**Key Job Responsibilities:**

- Handling ship berthing/ de-berthing.
- Monitoring weather data and issue confirm notification for ship berthing/ de-berthing.
- Compliance of Customs clearance before discharging of cargos.
- Compliance of all GMB guidelines and ISPL guidelines.
- Adhering to all safety/ HSE standards.
- Handling ISO management system.
- Participating in handling emergencies as per Emergency Response & Disaster management Plan.

4.

**Role: Maintenance In-charge – Mechanical (Salary Grade E3)**

**Education Qualification:** 04-years full-time regular engineering degree in Mechanical Engineering from AICTE approved / UGC recognized University/Deemed University with minimum 60% marks) for UR/OBC-NC/EWS candidates and 50% for SC/ST/PwBD candidates.

**Work Experience applicable for role:**

- Minimum 09 years of experience in maintenance in large hydrocarbon (LNG/ Oil & Gas/ Petrochemicals) sector.
- Minimum 05 years of experience in LNG sector will be preferred.
- Maintenance of LNG/ Hydro carbon, Static, rotary equipment.
- Experience in maintenance of unloading arms, cryogenic pumps & compressors, Gas engine, planning for preventive maintenance and for statutory compliances.

**Key Job Responsibilities:**

- Preventive maintenance of Unloading arms, BOG Compressors, rotary pumps & other equipment.
- Preparing yearly maintenance schedule and adhere to follow the same to ensure availability of Terminal 365 days operations.
- Co-ordinating with OEM for preventive maintenance and AMC plan to be executed.
- Developing system for Plant Health monitoring.
- Following work permit system with proper isolation system. Procedure should be as per hydrocarbon sector.
- Compliance of all statutory regulation. Activities are to be planned through annual maintenance plan
- Following change management system for development.
- Monitoring for maintaining minimum spares for critical equipment.
- Preparing cost-effective budget for total maintenance of the Terminal.
- Handling ISO management system.
- Training a well-motivated, competent workforce capable of carrying out the various tasks, up-to-date training programs.
- Participating in handling emergencies as per Emergency Response & Disaster management Plan.

5.

**Role: Engineer –Material Handling (Salary Grade E1)**

**Education Qualification:** 04-years full-time regular engineering degree in Mechanical Engineering from AICTE approved / UGC recognized University/Deemed University with minimum 60% marks for UR/OBC-NC/EWS candidates and 50% for SC/ST/PwBD candidates.

**Work Experience applicable for role:**

- Minimum 02 years of experience in Material Handling.
- Experience of Tendering, Contract Awarding, Contract Handling & management.
- Experience of Procurement, spares management and store activities.

**Key Job Responsibilities:**

- Co-ordinating with OEM for spares procurement and AMC.
- Vendor list development, evaluation, enlistment/ de-listment.
- System to be developed for material/ spare procurement, raising GRN, codification, storing and maintaining minimum stock principle.
- Keeping records of issue, receipt & reconciliation of the material.
- Carrying out inspection at vendor's shops wherever required.
- Reviewing tender / contract documents, scope of work etc.



- Coordinating with other departments, for procurement of materials & finalization of work contracts.
- Ensure & maintain proper quality control records. Co-ordinate with third party inspection agencies, as applicable.
- Coordinating with statutory authorities if any.
- Handling ISO management system.

6.	<b>Role: Maintenance Engineer – Electrical (Salary Grade E2)</b>
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**Education Qualification:** 04-years full-time regular engineering degree in Electrical Engineering from AICTE approved / UGC recognized University/Deemed University with minimum 60% marks for UR/OBC-NC/EWS candidates and 50% for SC/ST/PwBD candidates.

**Work Experience applicable for role:**

- Minimum 05 years of experience in electrical maintenance in large hydrocarbon (LNG / Oil & Gas/ Refining/Petrochemicals) sector.
- Minimum 03 years of experience in LNG sector will be preferred.
- Experience in operation & maintenance of EHV & HV systems include switchyard, substation.
- Experience in maintenance of motor/panels/JBS/lighting fixtures & testing of panels/relays etc.

**Key Job Responsibilities:**

- Responsible for maintaining all electrical equipment at the unit level including circuit breakers, medium voltage contractors, low voltage power circuit breakers, low voltage motor control Centre, motors, PLC's and control equipment associated with operation of Electrical infrastructure.
- Preparing maintenance reports and preventative maintenance programs for electrical equipment.
- Root cause analysis of any electrical failure and compliance of recommendation.
- Maintaining good health of Emergency power system.
- Co-ordinating with OEM and execution of AMC if require.
- Maintaining minimum quantity of spares for all electrical equipment.
- Knowledge of load shedding and load sharing system.
- Co-ordinating with electricity board for H.T. power supply.
- Coordinating with other departments for job execution.
- Following work permit procedure and ISO system.
- Ensuring & maintaining proper quality control records for site jobs like megger testing, loop checking etc.as applicable.
- Following-up with vendors for site material requirement.
- Participating in handling emergencies as per Emergency Response & Disaster management Plan.

7.	<b>Role: Engineer – CPP (Salary Grade E2)</b>
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**Education Qualification:** 04-years full-time regular engineering degree in Electrical/ Mechanical Engineering from AICTE approved / UGC recognized University/Deemed University with minimum 60% marks for UR/OBC-NC/EWS candidates and 50% for SC/ST/PwBD candidates.

**Work Experience applicable for role:**

- Minimum 05 years of experience in operations of Gas Turbines/Gas Generator in large hydrocarbon (LNG/ Oil & Gas, Refining/ Petrochemicals) sector.
- Experience in operation & maintenance of min 5MW capacity GEG/GTG with functional knowledge in PLC/ MMS/ HMI.



### Key Job Responsibilities:

- Obtaining necessary job permits and ensure compliance to site and personnel safety requirements.
- Preventive and break down maintenance of all Gas Engine System.
- Round the clock operations and maintenance of Gas Engine Generator.
- Ensuring Grid power availability for 365 days. Annual maintenance of Grid Circuit along with PGVCL. Break down maintenance on top priority, in case of any break down.
- Failure analysis & compliance of recommendations after root cause analysis.
- Maintenance schedule / budgeting as per OEM recommendation for all Gas Engine.
- Knowledge of Grid Synchronization system along with Grid power and Gas Engine Power.
- Knowledge of load sharing & load shedding for the Terminal.
- Preparing standing Operating procedure.
- Participating in handling emergencies as per Emergency Response & Disaster management Plan.

8.	<b>Role: Maintenance In charge – Instrumentation (Salary Grade E3)</b>
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**Education Qualification:** 04-Years full-time regular engineering degree in Instrumentation Engineering from AICTE approved / UGC recognized University/Deemed University with minimum 60% marks for UR/OBC-NC/EWS candidates and 50% for SC/ST/PwBD candidates.

### Work Experience applicable for role:

- Minimum 09 years of experience in maintenance in instrumentation & process control in large hydrocarbon (LNG/ Oil & Gas/ Refining/ Petrochemicals) sector
- Minimum 03 years of experience in LNG sector will be preferred.
- Experience in Preventive maintenance & trouble shooting of field instruments.
- Fire & Gas Equipment, loop checking & calibration of Instrument, testing of relays/ detectors.
- Knowledge of PLC/ ESD/ DCS Operational maintenance with system configuration of LNG plant.
- Knowledge of FA/ PA & ACS, AIS systems testing & trouble shooting.

### Key Job Responsibilities:

- Investigating and solving technical problems that involve equipment and processes that affect product quality and equipment reliability.
- Maintaining FA/PA, ACS/ AIS system for Terminal operation.
- Knowledge of custody transfer system, joint ticketing of daily gas send-out, joint calibration of relevant instrument along with GSPL.
- Co-ordinating with GSPL for smooth RLNG supply to HP Gas grid.
- Co-ordinating with OEM for preventive maintenance.
- Preparing maintenance reports and preventative maintenance programs for all I & E maintenance equipment.
- Knowledge of ESD system, health checking of Instrument/ DCS system, loop modification if required.
- Handling ISO management system.
- Training a well-motivated, competent workforce capable of carrying out the various tasks, up-to-date training programs.
- Participating in handling emergencies as per Emergency Response & Disaster management Plan.

9.

**Role: Maintenance Engineer – Instrumentation (Salary Grade E1)**

**Education Qualifications:** 4-Years' full-time regular engineering degree in Instrumentation Engineering from AICTE approved / UGC recognized University/Deemed University with minimum 60% marks for UR/OBC-NC/EWS candidates and 50% for SC/ST/PwBD candidates.

**Work Experience applicable for role:**

- Minimum 02 years of experience in maintenance in instrumentation & process control in large hydrocarbon (LNG / Oil & Gas/ Refining/Petrochemicals) sector.
- Minimum 01 year of experience in LNG sector will be preferred.
- Experience in Preventive maintenance & trouble shooting of Field Instruments, Fire & Gas Equipment's, loop checking & Calibration of Instruments, testing of relays/detectors.
- Experience with PLC/ESD/DCS Operational maintenance with system configuration.
- FA/PA & ACS systems testing & trouble shooting.

**Key Job Responsibilities:**

- Preventive Maintenance of all instruments.
- Regular monitoring of health of PLC/ ESD/ DCS along with other instrument system.
- Maintenance of RLNG gas analyzers.
- Maintenance of AIS, ACS, Security cameras.
- Co-ordinating with OEM for preventive maintenance.
- Knowledge of custody transfer meter and joint ticketing system for daily send-out.
- Participating in handling emergencies as per Emergency Response & Disaster management Plan.

10.

**Role: Officer – Safety (Salary Grade E1)**

**Education Qualification:** 4-Years' full-time regular engineering degree with diploma in Industrial safety or Industrial safety management from AICTE approved / UGC recognized University/Deemed University with minimum 60% marks for UR/OBC-NC/EWS candidates and 50% for SC/ST candidates.

**Work Experience applicable for role:**

- Minimum 02 years of experience in safety management in large hydrocarbon (LNG/ Oil & Gas/ Refining/ Petrochemicals) sector.
- Minimum 01-year experience in LNG sector will be preferred.
- Experience in monitoring of plant equipment, system related to safety, health & environment and thorough knowledge of the potential hazardous situation and control thereof in Oil & Gas Sector.
- Should have adequate knowledge of Gujarati Language.

**Key Job Responsibilities:**

- Periodic inspection of the terminal for identifying fire and safety related issues and maintain records of all inspection, testing, history cards of fire vehicles, fire extinguishers etc.
- Schedule and conduct firefighting and safety training for HPLNG employees.
- Ensuring checks on road safety issues, work permits.
- Conducting spot training at the terminal on fire and safety equipment and systems.
- Conducting and participating in Mock drills and various fire drills and preparing report.
- Hydro Testing & certification of extinguishers, nitrogen cylinders' pressure vessels by competent authority.
- Analysing all incident / accident and other / Near-miss and compliance of recommendations.





- Maintaining data for all incidents and reporting to HODs regarding incident trend.
- Participating in safety inspections and Job safety analysis.
- Ensuring safety compliance in various jobs being executed in Hydrocarbon Industry.
- Checking and correcting safety violations in work permits being issued for various kind of jobs in Hydrocarbon Industry.
- Participating in safety induction training for contractor, visitors, apprentices etc. as required.
- Adhering Safety Policy of the Company.
- Having knowledge of various manuals like: Safety manual, Onsite emergency plan, Fire Emergency Procedure Manual, Pocket Fire Fighting Guide Manual etc.
- Participating in internal safety audits as team member and follow up for the implementation of recommendations.
- Co-ordinating safety & Fire audit for Terminal
- Maintaining all ISO management system and work permit system.
- Participating in Safety Promotional Activities. Carry out Safety Promotional Activities during normal working days and during Fire Service Day/Week and safety Week/ National Safety Day etc
- Environmental issues should be followed which includes Hazardous material management, Wastewater discharges, LNG transport related issues and LNG fuelling related issues.
- Participating in handling emergencies as per Emergency Response & Disaster management Plan.

#### **OTHER TERMS & CONDITIONS**

- For all the above positions, candidates must secure minimum 60% marks (50% for SC/ST/PwBD candidates) in Graduation.
- Preference will be given to candidates with relevant experience.
- The courses offered by Autonomous Institutions / Foreign universities should be equivalent to the relevant courses approved / recognized by Association of Indian Universities (AIU/UGC/AICTE).
- All work experiences will be considered post qualifying degree only.

### **3. SELECTION PROCESS**

The details regarding Selection process and criteria of shortlisting of candidates will be uploaded on our website prior to commencement of selection process. Candidates are advised to upload their resumes containing (a) Education details such as educational qualifications from 10<sup>th</sup> standard onwards, year of passing, marks obtained, Institute, etc., (b) detailed work experience.

Candidates fulfilling all eligibility criteria basis scrutiny of the application, uploaded documents and category-wise & discipline-wise merit list, will be considered for further selection process. In the event of number of applications being large, HPLNG will adopt shortlisting criteria to restrict the number of candidates to be called for further selection process. Depending on number of candidates fulfilling all criteria, candidates will undergo single stage or multiple stage interview.

A category wise merit list (Minimum-qualifying Marks (60 % for UR/OBC-NC/EWS, 50% for SC/ ST/PwBD) will be drawn for all the candidates who qualify in all the selection parameters.

#### 4. EMOLUMENTS

##### Salary & Allowances:

##### **Basic Pay:**

Following scale of Basic Pay will be applicable for different Salary grade:

Salary Grade	Pay Scale (IN INR)*	Cost to Company (CTC) Approx. (IN INR)
E1	40000-140000	9.06 lakhs
E2	50000-160000	11.32 lakhs
E3	60000-180000	13.95 lakhs

\*A candidate will be inducted at the starting of the pay scale.

The CTC mentioned has been calculated at minimum base level of pay grade and includes Basic Pay, Retirement Benefits, Dearness Allowance, HRA and Cafeteria Allowance. It may please be noted that the retirement benefits are admissible upon separation /retirement as per the Company's policy prevailing at that time.

#### 5. PRE-EMPLOYMENT MEDICAL EXAMINATION

Appointment to the above posts will be subject to the candidate being medically fit as per the standards prescribed for the post by the Company. Shortlisted candidates shall be required to get their Pre-Employment Medical Examination done in HPLNG nominated hospitals. Reference to medical examination does not mean final selection. Discipline-wise and category-wise final merit list will be drawn for medically fit candidates. Offer of appointment would be extended subject to being declared as Medically Fit by HPLNG designated Physician and fulfilment of eligibility criteria.

#### 6. PLACEMENT / POSTING

All posting/assignment will be at greenfield LNG Terminal at Chhara, district Gir-Somnath, Gujarat, India. These positions may involve working in shift duties. Given Posting is transferable within HPCL LNG Limited as per business requirement.

#### 7. PROBATION

The Selected Officers will be on Probation for 1 year from the Date of Joining. Upon successful completion of the Probation period, the officer will be considered for confirmation as per company policy.

#### 8. RESERVATIONS, CONCESSIONS & RELAXATIONS

a. Reservation of posts for SC, ST, OBCNC, EWS and PwBD (Persons with benchmarked disabilities – with degree of disability 40% or above) are as per Government Directives. The reservation is as per statutory guidelines and judgement of R.K.Sabharwal Vs. State of Punjab. Department of Pers & Trng, vide O.M. No. 36012/2/96-Estt(Res.) dated 02.07.1997 replaced vacancy based roster with post based roster. The reservation given below has been considered taking into account existing category wise cadre strength, excess /shortfall in the respective categories and the advertised vacancies.

Grade	UR	OBCNC	SC	ST	EWS	Total
E1	5	1	1	0	0	<b>7</b>
E2	3	0	0	0	0	<b>3</b>
E3	2	0	0	0	0	<b>2</b>

b. Candidates seeking reservation as SC/ST/OBC-NC, shall have to produce a certificate in the prescribed proforma (the format can be downloaded from HPLNG Website ([www.hplng.in](http://www.hplng.in)) ONLY, meant for appointment to posts under the Government of India from the designated authority indicating clearly the candidate's caste, the Act/Order under which the caste is recognised as SC/ST/OBC-NC and the Village/Town the candidate is ordinarily a resident of. They must also ensure that the name of their caste/community and its spelling in their caste/community certificate should be exactly as mentioned in the lists notified by the central government from time to time (for OBC-NC category list of castes recognized by the Govt. of India as OBC castes in the central list is available on the site <http://www.ncbc.nic.in>, for ST category the list of castes for each state is available on the site [www.ncst.nic.in](http://www.ncst.nic.in) and for SC category the list of castes for each state is available on the site <http://www.socialjustice.nic.in>). A certificate containing any variation in the caste name will not be accepted. Further the OBC certificate should also clearly indicate that the candidate does not belong to creamy layer as defined by the Government of India for applying to posts and services under the Central Government.

c. The OBC claim of a candidate will be determined in relation to the State (or part of the State) to which his/her father originally belongs. A candidate who has migrated from one State (or part of the State) to another should, therefore, produce an OBC certificate which should have been issued to him/her based on his/her father's OBC certificate from the State to which he (father) originally belongs.

d. For availing EWS reservation the conditions and format of the certificate will be followed as per DOPT Office Memorandum No. 36039/1/2019 – Estt (Res) dated 31/01/2019. EWSs vacancies are tentative and subject to further directives of Government of India and outcome of any litigation. The appointment is provisional and is subject to the Income & Asset certificate being verified through proper channels. Benefit of reservation under EWSs category can be availed upon production of an 'Income and Asset Certificate' valid for Financial Year 2022-23 issued by a Competent Authority on the basis of gross annual income of FY 2021-22 in the format prescribed by Government of India. Candidates may please note that they should be in possession of "Income and Assets Certificate" as mentioned above issued on or after 01.04.2022 at the time of interview. 'Income and Asset Certificate' shall be submitted by such candidates at the time of interview (if called for interview). No request for extension of time for production of 'Income & Asset Certificate' beyond the said date shall be entertained. In case candidates fail to produce the same at the time of interview, they will not be allowed to appear for interview. Further, their request for interview under General category will also not be entertained.

e. A person who wants to avail the relaxed standards of PwBD reservation will have to submit a disability certificate issued by a Competent Authority as prescribed in RPwBD Act, 2016. Further to this, according to Notification No: 38-16/2020-DD-III-DT.04/01/2021 by Ministry of Social Justice & Empowerment, list of positions/disciplines in which PwBD candidates are eligible to apply for this recruitment drive are given against the vacancies. Appointment in these vacancies will be offered to PwBD candidates after considering the nature of duties & responsibilities of the job, location, hazard, strain & other factors, also considering that the condition is not likely to interfere with the performance of duties of the post with reasonable efficiency and without possible deterioration of his/her health. The final appointment would be based on candidate's medical fitness with respect to job profile of the identified post.

f. Maximum age limit is relaxed by 5 years for SC & ST, 3 years for OBC-NC, 10 years for PwBD (UR), 13 years for PwBD (OBC-NC) and 15 years for PwBD (SC/ST) candidates.

g. Maximum age limit is relaxed by 5 years for candidates domiciled in Jammu & Kashmir between 01.01.1980 and 31.12.1989.

h. Maximum age relaxation by 5 years is applicable for Ex-servicemen & Commissioned Officers (including ECOs/SSCOs) subject to rendering minimum 5 years' service in Armed Forces and fulfilment of other conditions prescribed by Govt. of India.

i. The OBC candidates who belong to "Creamy Layer" are not entitled for concession admissible to OBC "Non-Creamy Layer" (OBC-NC) candidates and such candidates will have to indicate their category as Unreserved (UR).

j. Further, the OBC-NC candidates will have to give a self-undertaking, at the time of Personal Interviews in terms of DOPT memo No. 36012/22/93-Extt. (SCT) dt. 08.09.1993 if called for, indicating that they belong to OBC Non-Creamy Layer (OBC-NC).

k. If the SC/ST/OBC-NC/PwBD certificate has been issued in a language other than English/Hindi, the candidates will be required to submit a self-certified translated copy of the same either in English or Hindi.

l. Any request for change in Category (UR/EWS/SC/ST/OBC-NC/PwBD) once filled in the online application form, will not be considered and accordingly concession/relaxation applicable will not be extended.

m. According to Notification No: 16-15/2010 DD.111 DT.29/07/2013 by Ministry of Social Justice & Empowerment, list of positions/disciplines in which PwBD candidates are eligible to apply for this recruitment drive is given below.

Sr. No	Position	Suitable category of Persons with Benchmark Disabilities
1	Shift Incharge Operations	a) HH b) OA, OL, Dw, AAV c) SLD, MI d) MD involving (a) to (c) above
2	Shift Engineer Operations	a) HH b) OA, OL, CP, Dw, AAV c) SLD, MI d) MD involving (a) to (c) above
3	Officer Shipping	a) B, LV b) D, HH c) OA, OL, OAL, CP, LC, Dw, AAV d) MI e) MD involving (a) to (d) above
4	Maintenance In-charge - Mechanical	LV.D.HH.OA.BA.OL. LC. Dw. AAV. ASD (M). SLD. MI.MD (any of the combinations above)
5	Engineer - Material Handling	a) B, LV b) D, HH c) OA, OL, OAL, CP, LC, Dw, AAV d) MI e) MD Involving (a) to (d) above
6	Maintenance Engineer – Electrical	a) D, HH b) OL, Dw, AAV c) ASD (M), SLD, MI d) MD involving (a) to (c) above
7	Engineer - CPP	HH b) OA, OL, CP, Dw, AAV c) SLD, MI d) MD involving (a) to (c) above
8	Maintenance In charge - Instrumentation	D. HH. OL. CP. LC. Dw. AAV.ASD(M). SLD. MI.MD (any of the combinations above)
9	Maintenance Engineer – Instrumentation	D. HH. OL. CP. LC. Dw. AAV.ASD(M). SLD. MI.MD (any of the combinations above)

## 9. APPLICATION PROCESS

- a. Online Application will be accepted from **00.00 on 02<sup>nd</sup> August 2022 till 23.59 hrs on 27<sup>th</sup> August 2022.**
- b. Apply **online only** on [www.hplng.in](http://www.hplng.in) reading detailed advertisement. No other mean / mode of the application shall be accepted.
- c. Applications with incomplete / wrong particulars or not in the prescribed format will not be considered.
- d. The email id/mobile number provided in online application should remain valid for at least one year. Candidates must use proper e-mail ids created in their names. Applications with pseudo/fake email ids will attract appropriate action under the law.
- e. All the details given in the submitted online form will be treated as final and no changes will be entertained.
- f. In the event of non-submission of completed application along with application fees (wherever applicable) from candidates for reasons whatsoever, his / her candidature will stand cancelled and no further communication/consideration on the same will be entertained.
- g. Candidates will be required to submit documentary evidence of eligibility during the course of the shortlisting/selection process. Any mismatch in name, qualification, other criteria of documents from the data given in application form will lead to disqualification at any stage.

## 10. GENERAL INSTRUCTIONS

- a. Only Indian Nationals are eligible to apply.
- b. All computations of age/ relevant experience requirement/ qualification shall be done with respect to the last date of receipt of online application i.e. **27<sup>th</sup> August 2022.**
- c. Interview Call Letters if any will not be sent to candidates in hard copy. Candidates will be required to download the same from HPLNG website.
- d. The total number of vacancies and the reserved vacancies is provisional and may increase/decrease at the discretion of the Company basis actual requirements. HPLNG reserves the right not to fill any or all of the above posts advertised at any stage of selection.
- e. All the candidates are requested to remain updated at each step of the selection process by visiting our website <https://www.hplng.in> Candidates may please note that personal calls and/or interaction with any of the HPLNG's officials during recruitment drive is discouraged, except when absolutely necessary/critical. Candidates are requested to visit our website with respect to full details on the role, shortlisting, selection process and syllabus pertaining to this recruitment drive.
- f. HPLNG will not be responsible for any loss/ non-delivery of email/admit card sent/ any other communication sent, due to invalid/wrong email id or contact number.
- g. All the qualifications should be full time regular course/s from AICTE approved / UGC recognized University/Deemed University. The courses offered by Autonomous Institutions should be equivalent to the relevant courses approved / recognized by Association of Indian Universities (AIU/UGC/AICTE)
- h. Wherever CGPA/OGPA or letter grade in a qualifying degree is awarded, equivalent percentage of marks should be indicated in the application form as per norms adopted by University/Institute. Please also obtain a certificate to this effect from University / Institute which shall be required at the time of interview shortlisting.



- i. Under Work Experience where ever “Large Hydrocarbon Sector” is mentioned, same to be referred as LNG Terminal/ Petro-Chemical Plants/ Refineries/ Cross Country Hydrocarbon Pipelines/ POL Terminals/ LPG Bottling Plant/ LPG Terminals/ Gas Processing Plants.
- j. PwBD position wise reservations will be applicable as per table shown above except for Officer Safety Position.
- k. HPLNG reserves the right to cancel or add any examination / Personal Interview centre depending on the response in that area/ centre.
- l. The Company also reserves the right to cancel / restrict/ curtail/ enlarge the recruitment process and/or the selection process thereunder without any further notice and without assigning any reasons.
- m. Candidates are advised to submit only one application. In case of multiple applications from a candidate for same position, the latest one shall be considered as final and the older applications shall be rejected without any notice.
- n. Candidates presently employed in Government Departments / PSU’s / Autonomous Bodies owned by the Government, should submit their application through proper process. They must produce No Objection Certificate at the time of selection process, failing which they will not be allowed to appear for the selection process and their candidature will not be entertained.
- o. Candidates must be in possession of all applicable Degree Certificates and mark sheets at the time of application.
- p. All applicants must fulfil the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying. No enquiry asking for advice as to eligibility will be entertained.
- q. Reimbursement of 3<sup>rd</sup> AC class rail fare for all candidates appearing in the Interview by the shortest route is admissible for outstation, provided the distance travelled is not less than 30 km. The candidates will be required to fill in the Travel Allowance (TA) Form as detailed on HPLNG website and submit it along with Travel Proof for travel undertaken. Candidates also need to submit the tickets along with Travel Allowance Form with all the details. Travel allowance will be processed through online mode. This reimbursement is not applicable to candidates who are already in Central/State Government Services/PSUs.

**Furnishing of wrong/false information will lead to disqualification and HPLNG will not be responsible for any of the consequences of furnishing such wrong/false information. Since all the applications will be screened without documentary evidence, the candidates must satisfy themselves of the suitability for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that the candidates have furnished false or wrong information or is found ineligible with respect to any of the eligibility parameters, his/her candidature will be rejected. If any of the above discrepancies w.r.t. to eligibility parameters, furnishing of wrong intimation and or suppressing of any material fact is detected / noticed even after appointment, his/her services will be liable for termination without any further notice. Canvassing in any form during any stage of recruitment process will lead to cancellation of candidature.**

**Court of jurisdiction for any dispute will be at Mumbai.**

**The general public is hereby informed that all applications are accepted through our online portal only and is not outsourced by HPLNG to any agency/individual. Applicants are advised to beware of such fraudulent agencies.**

**Any further corrigendum / addendum would be uploaded only on our website <https://www.hplng.in/>**

